

MINUTES

COMMUTE.ORG SUPERVISORY COMMITTEE

February 7, 2017

400 Oyster Point Blvd, Suite 409, Conference Room, SSF

I. ROLL CALL

Supervisory Committee

Members Present:

Maria Saguisag-Sid, City of Brisbane
Doug Kim, SMCTA
Kathy Kleinbaum, City of San Mateo
Shirley Chan, City of Daly City
John Hoang, C/CAG
Christian Hammack, City of Redwood City
Dante Hall, City of Foster City

Staff in Attendance:

John Ford, Executive Director
Karen Sumner, Outreach Manager
Weiser Manzano, Outreach Representative

Guests in Attendance: none

The February 7, 2017 meeting of the Commute.org Supervisory Committee was called to order at 3:10 pm by Vice Chair Hoang.

II. ACTIONS/DISCUSSIONS

- From the Consent Agenda, the minutes of the December 6, 2016 meeting were approved with corrections.
- From the Regular Agenda, Mr. Hoang explained that the chair-elect Randy Torrijos has resigned from the Supervisory Committee effective December 31, 2016. Therefore, the committee will hold new elections for the chair and vice chair positions. Mr. Hoang opened the floor for nominations for the Chair. Mr. Hoang was nominated on a motion/second by Ms. Kleinbaum/Mr. Kim. Mr. Hoang was unanimously elected to become the chair effective immediately. The floor was then opened for nominations for the Vice Chair. Ms. Chan was nominated on a motion/second by Mr. Kim/Ms. Kleinbaum. Ms. Chan was unanimously elected to be become the vice chair effective immediately.
- From the Regular Agenda, Mr. Ford gave a presentation on the agency's organizational structure. He informed the committee of the new and retiring members of the board. He

also shared an updated organizational chart that became effective on January 1st. Finally, he described the interest from the City of Menlo Park and Town of Portola Valley in possibly joining the JPA. The interested cities need to submit a letter to the board and then the board would vote to open the JPA for new members. A report on all of these topics will be given to the board on February 16.

- From the Regular Agenda, Mr. Ford gave an update on the Shuttle program. Mr. Ford is serving as the interim shuttle manager. Most of the agency's routes will be impacted by the April Caltrain schedule changes. Ridership has decreased the past couple of months in line with the ridership declines experienced by Caltrain and BART. It is too early to know if this is a long-term trend or a weather-related blip.
- From the Regular Agenda, Ms. Sumner and Mr. Manzano gave a presentation on the upcoming Tech Talks seminar that will be held on March 9. All committee members are invited to attend. The theme is "Technology Energizes Alternative Commutes" and will focus on tech-based TDM programs in San Mateo County.
- From the Regular Agenda, Mr. Ford gave his Executive Director report which included updates on:
 - AmeriCorps Fellow: Erin Fieberling began in early January. She will be working with Kim Comstock on Commuter Outreach programs for ten months.
 - MTC funding agreement is still not complete. C/CAG will take it to their board and then execute it with Commute.org in Q1.
- The meeting was adjourned by newly elected Chair Hoang at 4:26 pm.